

Commonwealth of Virginia  
The Library of Virginia  
Records Management and Imaging Services Division  
(804) 692-3600

**RECORDS RETENTION AND DISPOSITION SCHEDULE**  
**VDOT Specific Schedule No. 501-003: Districts**

Agency: Department of Transportation  
Division: Transportation Planning Division

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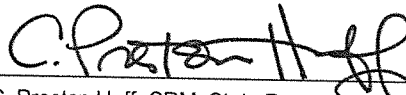
This schedule is continuing authority under the provisions of the Virginia Public Records Act 42.1-76 et seq. Code of Virginia, for the retentions and disposition of the records as stated. This schedule supersedes previously approved applicable schedules. Request approval on Form RM-3, Certificate of Records Disposal, for the destruction of record series noted in this schedule. Any records created prior to the Constitution of 1902 must first be offered to the LVA before applying these disposition instructions.

Agency Approval




Constance S. Sorrell, Assistant Commissioner for Administration

State Approval



C. Preston Huff, CRM, State Records Administrator



Bruce L. White, CRM, Agency Records Manager

OCT 03 2000

Effective Date



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Subunit: Districts

Records Series Title and Description	RS#	Scheduled Retention and Disposition
<u>Agreements - Bicycle Lockers</u> Documents agreements between VDOT and individuals for the rental of bicycle lockers at commuter stations. Used to track receipts, deposits, and locker rentals. Bicycle lockers were installed as part of the ISTEA legislation. Agreements may be made for 3, 6, or 12 months.	3074	Retain for three (3) years after expiration of agreement, then destroy.
<u>Park &amp; Ride Lot Program</u> Documents planning and analysis involving the establishment and maintenance of district park and ride lots. Lots are surveyed annually and reports are created detailing the number of spaces available, spaces used, and the percent increase/decrease. Information is entered into a network database to track survey data and statistics.	3084	Retain for five (5) years, then delete or destroy.
<u>Planning Committees - Other</u> Documents proceedings of committees or meetings where Transportation Planning-Districts is only a participant or attendee. Committees include Metropolitan and Regional Planning Organizations (MPO) meetings where VDOT is an invited participant. Materials include agenda, minutes, final reports, and related records.	3086	Retain for three (3) years, then destroy.
<u>Planning Committees - VDOT</u> Documents proceedings and results of committees or meetings where Transportation Planning-Districts is the Chair or sponsor. Includes policy making boards or commissions appointed by elected officials. Materials include agenda, minutes, final reports, and related records.	3085	Retain permanently within VDOT or transfer to LVA when no longer administratively useful.
<u>Project File - Alternative Transportation</u> Documents the review and recommendations of proposed VDOT projects involving alternative transportation, including bicycle, pedestrian, and equestrian projects. Projects are authorized under the ISTEA and TEA-21 legislation.	3075	Retain for three (3) years after project completion, then destroy.

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<u>Project File - Roadways</u> Documents the review and recommendations regarding proposed highway or other roadway projects in the districts. Requests for review are received from Location and Design Division. Includes forecasts of traffic volume and noise and air pollution.	3077	Retain for five (5) years after review, then destroy.
<u>Publications/Papers - Original</u> Documents original research papers, white papers, or publications developed by or for Transportation Planning-Districts for presentation or distribution. Papers are often presented to transportation associations, research councils, and other organizations.	3079	Retain permanently within VDOT, or transfer to the Archives, Library of Virginia.
<u>Regional Transportation - Plans</u> Documents the development of regional long range and intermodal transportation plans. Plans are usually developed in conjunction with Regional and Metropolitan Planning Organizations (MPO).	3088	Retain until obsolete or superseded, then destroy.
<u>Regional Transportation - Budget Development</u> Documents the development of the annual budgets for the Transportation Improvement Program, the Constrained Long-Range Plan, and the secondary road system in the districts. Includes background data developed under FHWA requirements relating to CMAQ (Congestion Mitigation Air Quality) and the RSTP (Regional Surface Transportation Program).	3076	Retain for one (1) year after the close of the fiscal year covered by the budget, then destroy.
<u>Reports - Geographic Information System (GIS)</u> Documents reports based on GIS data which are used as a baseline for studies, projects, or plans currently under development. The data resides on the district server and access is limited to Transportation Planning Division authorized personnel.	3092	Retain for as long as administratively required, then destroy.

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<u>Reports - Project Justification</u> Documents reasons for building a roadway in a certain location. Includes analysis and recommendations which are forwarded to Environmental Division-District. Retained both as reference and supporting documentation for justifications sent to the FHWA.	3080	Retain for as long as administratively required, then destroy.
<u>Review Files - Enhancement Projects</u> Documents the review and analysis provided by VDOT to localities and civil organizations during project development for enhancement projects. Projects are administered statewide by Programming and Scheduling Division and include building renovations, bicycle, walking, and equestrian trails, and other transportation "experiences."	3178	Retain for three (3) years after project completion, then destroy.
<u>Review Files - Land Use Permits</u> Documents the review of land use permits, including summaries of district recommendations. Reviews are returned to the residencies for final action (i.e., approval/rejection).	3070	Retain for five (5) years after review, then destroy.
<u>Review Files - Residual Parcels</u> Documents Transportation Planning-Districts' review and recommendations regarding the sale of VDOT surplus property. Requests for review are received from Right of Way/Utilities Division.	3068	Retain for five (5) years after review, then destroy.
<u>Review Files - Site Plans</u> Documents the summary of district recommendations concerning land development and/or site plans for private property that may impact roadway access. Plans for review are received from the residencies. Plans are also received from local jurisdictions for projects financed and managed by those agencies. File may include rezoning information.	3069	Retain for five (5) years after review, then destroy.

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<u>Roadway Classification Files</u> Documents the functional classification or designation of roadways in Virginia, e.g., rural, local collector, or freeway. Classifications also include the National Highway System as designated by the U.S. Congress. Used to determine funding, usage, and speed postings. Includes correspondence, plans, aerial photographs, and census data.	3072	Retain until superseded, then destroy.
<u>Tracking Logs - Land Development/Permits</u> Documents the receipt and status of land development and/or permit records submitted to Transportation Planning-Districts for review and recommendations. Tracks documents from initial receipt from the residencies through forwarding to the appropriate Division for action. Retained for reference.	3067	Retain until superseded, then destroy.
<u>Transportation Forecasting</u> Documents preliminary data for proposed transportation projects. Includes forecasting and modeling data which may be transferred to Location and Design Division. Examples include travel forecasting, intersection level forecasting, cooperative forecasting, and traffic modeling.	3090	Retain for ten (10) years, then destroy.
<u>Transportation Studies</u> Documents requests and results of special transportation studies requested by VDOT, local jurisdictions, politicians, or other committees or groups. Studies include "what-if" scenarios, major investment studies, corridor and toll road studies, railroad realignment studies, and HOV or light rail studies. Studies may be performed by VDOT, consultants, or other committees.	3078	Retain for five (5) years, then destroy.